

**Molloy University**  
**Request for Graduate Assistantship/Graduate Research Assistantship Position**

School / Department: Molloy Violence Prevention

Supervisor's Name and Title: Shannon Pontrelli - Project Director for OVW Grant

Graduate Assistantship Position Title: Molloy Violence Prevention (MVP) GA

Check One: ☒ Graduate Assistantship ☐ Graduate Research Assistantship

☐ Graduate Teaching Assistant

Please identify the areas you feel best suits your position for a graduate assistant (check all that apply):

☒ MBA ☒ Criminal Justice ☒ Education ☒ Nursing ☐ Music Therapy ☐ Speech Language-Pathology

☒ Clinical Mental Health Counseling ☐ Education – Ed.D. ☐ Nursing Ph.D. ☐ Nursing DNP

☐ Communication Sciences and Disorders Ph.D.

Please describe the major duties and responsibilities of this position:

The Graduate Assistant will support the Molloy Violence Prevention (MVP) Program by assisting with the following duties:

**Supervision & Leadership**

Assist in supervising and mentoring Molloy Student Ambassadors.

**Event Coordination**

Help plan and coordinate logistics for events related to domestic violence, dating violence, sexual assault, and stalking awareness and prevention.

**Social Media & Outreach**

Support the creation and scheduling of content for the MVP social media channels.

**Meetings & Communication**

Attend bi-weekly meetings with MVP Student Ambassadors.

Assist in coordinating meetings with the Coordinated Community Response Team (CCRT).

Please list the knowledge, skills and abilities necessary for this position:

Strong written and verbal communication skills.

Ability to engage and communicate effectively with college students, staff, and community partners.

Experience or interest in planning events, workshops, and awareness campaigns.

Ability to manage logistics, scheduling, and follow-up tasks efficiently.

Strong teamwork skills and the ability to collaborate across departments.

Please detail the schedule of hours of work for this position (Must add up to 150 hours per semester):

Flexible 10 hours per week or please list hours needed:

Do you have a graduate assistant currently in this position that you will be returning next year?

☒ Yes ☐ No If yes, Name : Alayasia Hamilton (graduating May 2026)

Supervisor's Signature:

*Shannon Pontrelli*

Date: 10/22/2025

Dean or Department Chair's Signature:

*Kygn*

Date: 11/21/25

Please return to the Gina Nedelka  
Executive Assistant for Research, Scholarship, and Graduate Studies (K322)  
[gnedelka@molloy.edu](mailto:gnedelka@molloy.edu)